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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division      DATE: 29 May 1953

FROM : Deputy Chief, Finance Division

SUBJECT: Request for Review and Upward Reclassification of  
Position No. 135, Established in the Planning and  
Field Audit Branch

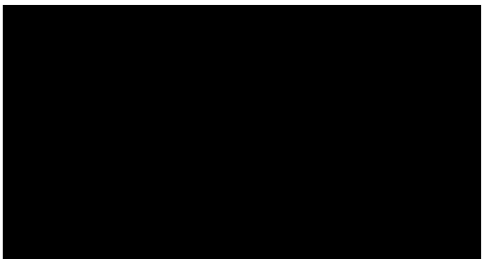
1. It is kindly requested that a review be made of the duties of the subject position with the view of accomplishing an upward reclassification.

2. To aid in accomplishing this request there is submitted herewith, in duplicate, a statement of duties currently being performed by the occupant of position No. 135. The statement of duties for "Statistical Clerk Typist" has been prepared employing layman terminology, and may need considerable attention of experts in the classification field. Accordingly, the submission has been double spaced to facilitate rework by classification.

3. There are copies of work performed in position No. 135, available in the Planning and Field Audit Branch for review, if desired. Likewise, the present occupant of the position, or any other cognizant personnel in the Branch are available to discuss the duties of the position and/or functions of the Branch.

4. Your usual prompt attention to the above will be appreciated.

Attachment  
FD/DNO:mct



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